



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CONSTRUCTION SUPERINTENDENT II

Job Number: 20000475

Job Code: 11690V000101

Job Group: 1100 - SKILLED TRADES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides field training and advice to construction superintendents and personally superintends projects for the construction, renovation, and/or major repair of habitable buildings, other structures, facilities and improvement for an agency; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have six years of experience as construction estimator, general contractor, architect, engineer, construction superintendent and/or in supervising one or more trades crews in major construction, major renovation or major maintenance repair projects.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience as listed above will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Inspects agency facilities to document deficiencies or assess the desirability of alterations or improvements, and provide input to agency management in the development of that agency's priority for capital expenditures for renovation and improvements. Reviews assigned projects with project engineers or architects. Personally develops plans, specifications, and estimates for project's scope by reviewing approved plans, blueprints, and specifications. Assists in reviewing bid applications for projects in assigned area. Acts as liaison between contractors and the person(s) responsible for design to obtain approval for change orders in approved plans. Hires and supervises trades and crafts personnel on a project by project basis, and maintains personnel files and payroll records for such personnel. Coordinates the scheduling of the various components of the projects. Checks invoices to assure that the proper project number, items received, and cost are correct. Continuously inspects projects progress and makes status reports on a scheduled basis. Requires contractors or staff to correct any work not meeting specifications. Procures materials in accordance with state policy and agency procedures. Employees in this class are frequently responsible for the supervision of personnel and activities of several projects simultaneously. Employees in this class are responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with state law, agency policy, and contractual agreements. Employees in this class are responsible for economical and efficient use of materials and supplies necessary to complete a project. Employees in this class have regular contact with agency managers, contractors, contractor's employees, and vendors to obtain or furnish information with reference to assigned projects. Employees in this class are responsible for checking, reviewing, gathering, and preparing a variety of records and reports in both the formulation and execution of projects, including price contract information, purchase orders, payroll records, and progress reports. Employees in this class are responsible to oversee the use and routine maintenance of state owned equipment on each project. Conducts field training for new superintendents in policies and procedures with reference to purchasing, documentation, required reports, personnel, payroll and other administrative requirements of the job. Provides liaison between central office and existing staff in assigned areas with reference to policy and procedural changes. Acts as a technical resource person in providing advice to assigned superintendents in situations not previously faced.

UNIQUE PHYSICAL REQUIREMENTS:

Work in this job title requires the employee to reach, bend and climb. Must have good manual dexterity and be able to lift and carry 75 pounds.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title will be exposed to noise, dirt, temperature variances and other conditions inherent to construction sites.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.